

Community Outreach and Assistance Partnership Program Request For Applications (RFA) Check List

This application checklist does not address all relevant requirements of the RFA and should only be used as supplemental guidance. Please refer to the RFA for all relevant requirements. The application checklists' sole purpose is to help the applicant include all of the documentation requested by the RFA. Incomplete application packages will not be considered for funding.

Please submit an **original, two paper copies** and **one electronic copy** (Microsoft Word format preferred) of the application package on diskette or compact disc. It is not required to submit Standard Forms electronically on a diskette or compact disc. Signed hard copies of forms are required. A complete application package must include the following documents in the order indicated.

- 1. Narrative Title Page
- 2. OMB Standard Form 424 – Application for Federal Assistance
- 3. OMB Standard Form 424-A – Budget Information – Non-Construction Programs.
- 4. Budget Narrative
- 5. Non-Financial Benefits Statement
- 6. Written Proposal Narrative (25 pages maximum)
- 7. Statement of Work
- 8. Standard Form 424-B – Assurances, Non-Construction Program
- 9. OMB Standard Form LLL – Disclosure of Lobbying Activities
- 10. AD 1047 – Certification Regarding Debarment, Suspension and Other Responsibility Matters Primary Covered Transactions
- 11. AD 1049 – Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – For Grantees Other Than Individuals
- 12. List of Current and Pending Support (Public or private)
- 13. Appendix Containing Attachments (Optional)

